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CHAPTER 3

STAFF

SECTION 1. STAFF CRITERIA

3101. POLICY. The specialized nature of duty in a brig requires that personnel assigned be selected in accordance with standard criteria and specifically trained in the control, management, and correction of prisoners. Personnel assigned to brigs shall be assigned a specific Navy Enlisted Classification (NEC) or Military Occupational Specialty (MOS), in accordance with procedures of their service. Civilians may be hired to augment the military staff.

3102. SELECTION CRITERIA

1. General. Personnel selected for duty in naval brigs must, unless specifically excepted by the Chief of Naval Personnel or Commandant of the Marine Corps (Code MHC), meet the following general criteria:

a. Navy personnel shall have completed at least 24 months active duty following completion of recruit training. Marine Corps personnel shall be at least 19 years of age.

b. Navy personnel shall be in pay grade E-4 or above.

c. Personnel shall be mature and emotionally stable. Members who have a history of neuropsychiatric disorder or excessive use or dependence upon alcohol shall not be assigned to brig duty. There must be no documented in-service drug use. Members should demonstrate leadership qualities and aptitude for working with people.

d. Navy personnel shall have no record of conviction by court-martial or nonjudicial punishment during the past 36 months, and shall maintain a clear record during tour of brig duty. Persons under investigation or being considered for administrative separation shall not be assigned to brig duty. Marine Corps personnel shall have no record of conviction by courts-martial or nonjudicial punishment involving drugs or moral turpitude during current enlistment.

e. Personnel shall have no record of a civil court conviction, except for misdemeanor traffic violations, since joining the military.

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f. Personnel should not be assigned to brig duty who have an obvious disfigurement or other physical or speech impediment which might lead to contempt or ridicule by prisoners or undermine control of prisoners. For Navy personnel body fat must be within standards as defined by OPNAVINST 6110.1D.

g. Navy personnel shall have a Navy General Classification Test (GCT) score of least 45, or Word Knowledge (WK) score of at least 45. Marine Corps personnel shall have a GT score of 100 or above.

h. Navy personnel shall possess a high school diploma or a high school equivalency certificate. Marine Corps personnel shall have successfully completed formal school training in the Corrections MOS.

i. For Navy members E-7 through E-9: No mark below 3.0 on NAVPERS 1610/2 or 3.6 on NAVPERS 1616/24 in any trait and must reflect a steady or improving trend for the past 36 months.

j. For Navy members E-4 through E-6: No mark below 3.0 on NAVPERS 1616/26 or 3.6 on NAVPERS 1616/24 for the past 36 months. Recommendation for waiver of eligibility criteria will be considered on a case by case basis when the overall evaluation trend is improving and the filling of a high-priority brig billet dictates.

2. Correctional Counselor. In addition to the general selection criteria described above, correctional counselors will meet the following criteria:

a. Personnel shall be in pay grade E-5 or above and possess a strong desire to perform correctional counselor duties.

b. Personnel shall possess a high school diploma preferably, or equivalent. Exceptions must be approved by the Chief of Naval Personnel (Pers-84). Navy personnel selected should be academically oriented and completed college or high school courses in human relations or related social sciences.

c. Personnel shall possess an ability to communicate effectively both orally and in writing.

d. Personnel shall display interest in providing guidance and emotional support to others.

e. Personnel shall have successfully completed the specialized training designed for correctional counselors.

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3. Supervisory Positions. Personnel assigned to key positions, i.e., commanding officer, brig officer, assistant brig officer, training supervisor, work supervisor, or brig duty officer/duty brig supervisor, shall have served a minimum of 2 years of active duty, or have attained a level of qualification by reason of civilian experience or academic background to warrant such an assignment. These personnel shall complete the appropriate enroute formal training and the local pre-service orientation program before being assigned operational responsibility if it is their initial assignment to a brig. Personnel reassigned to another brig without a break in experience must participate in an abbreviated program designed to orient them to that particular facility. Brig officers will not assume their position in Navy brigs until completion of training required by the Chief of Naval Personnel (Pers-84).

4. Opposite Sex. When specifically approved by the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC), service members may be assigned to brigs authorized for prisoners of the opposite sex. However, they shall not be assigned duties which require the supervision of prisoners of the opposite sex at times when nudity routinely occurs.

5. Personnel from Other Military Services. In locations where naval brigs regularly confine members of the Air Force, Army, and Coast Guard, local interservice support agreements may be established and may include a requirement for the using service to provide staff augmentation. In such cases, the operating service shall establish the number and kind of billets prescribed in articles 3301 or 3302 for the capacity of the facility, in accordance with pertinent DoD guidelines. Such billets will be filled with personnel from the other military services who meet the criteria specified in article 3102. Such personnel shall complete all training required in this manual.

6. Civilians. Civilians may be employed in selected support positions in brigs only when specifically approved by the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

3103. ASSIGNMENT CRITERIA

1. Personnel shall be assigned to brigs for normal tours of duty. Transient personnel shall not be assigned to duty at a brig.

2. Personnel ordered to duty in a brig shall receive specialized training and shall not be utilized by the parent command for other command functions. Brig personnel shall not be assigned to

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watch bills (except at the brig) or to collateral assignments that involve law enforcement functions. Command personnel who possess the NEC 9575 may be assigned collateral duties at the brig in cases of necessity and with the approval of the commanding officer of the brig.

3. Insofar as possible, Marine Corps personnel with 5831 or 5804 MOS shall be assigned to billets at the brig within the Marine Corps command to which assigned. Substitution of non-5831/5804 (augmented) personnel in confinement billets, when a sufficient number of qualified 5831/5804 personnel are assigned to that command, is not authorized unless specifically approved in each case by the Commandant of the Marine Corps (Code MHC).

4. Navy staff shall possess NEC 9516 or 9575 prior to assignment to duties at an ashore brig. Substitution of staff without NEC 9516 or 9575 is not authorized unless specifically approved in each case by the Chief of Naval Personnel (Pers-84). Personnel will be closely screened in accordance with the criteria of article 3102 for suitability for correctional duty.

5. Navy personnel detailed to afloat brig will meet the selection criteria as specified in article 3102, and will possess the required NEC and training. Additional personnel from the ship's company assigned to the brig must complete the 2-week Afloat Brig Staff Orientation Course and will receive pre-service training, as required in article 3502, from permanently assigned staff and from ashore brig. Marines will not be assigned to supervisory positions in afloat brig. Marines may be assigned as quarters supervisors only when Marines are confined and then only in proportion to the number of Marines confined.

6. Civilian personnel shall have, as a condition of employment, the completion of required training courses appropriate to their position. At a minimum, the following pertains:

a. All personnel who have routine contact with prisoners will complete pre-service, in-service, escort training and for Navy brig the Corrections Specialist Course (NEC 9575 for military). This includes any person in a 20-year law enforcement retirement system.

b. Full or partial waivers may be granted based on the type/length of corrections or related experience. Waiver requests for highly experienced personnel should be forwarded to Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) via the chain of command.

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c. Personnel required to complete any training should attend training within 6-9 months of entry on duty. Failure to complete required training will result in disqualification for the position.

3104. PERFORMANCE CRITERIA

1. General. Confinement work is unique. The assignment of good leaders, even though they possess other technical skills and abilities, is encouraged.

2. Awarding the Correction NEC/MOS.

a. Navy Personnel. Personnel who are assigned to ashore brig duties will complete formal training en route and be assigned NEC 9575. Correctional counselors will, in addition, complete the appropriate counselor's course and be assigned NEC 9516. Personnel nominated to be correctional counselors at shore brigs will be selected from the brig staff after having served a minimum of 6 months at the brig.

b. Marine Corps Personnel. Personnel who successfully complete the basic corrections course directed by the Commandant of the Marine Corps and those who meet the experience requirements contained in the Marine Corps Personnel Manual shall be awarded the 5831 MOS. Personnel in pay grade E-5 or above who have successfully completed a course of study in counseling may be assigned the secondary 5832 MOS. Personnel with dual qualifications may be assigned duties in either function, depending upon billet vacancies at their grade level.

3105. PERFORMANCE EVALUATION CRITERIA

1. Staff members must be continually evaluated to determine their effectiveness. Close observation, combined with training and progressively more responsible job assignments, is essential.

2. When brigs are manned and operated by a single service, service procedures for assessing job performance shall be used.

3. When personnel from one service are assigned to duty in a brig operated by another service the following shall apply:

a. The individual's performance of confinement duties shall be the primary determinant of the individual's proficiency. The initial evaluation of the member's ability to carry out these functions shall be made by the brig officer.

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b. Input from the member's command for collateral duties and service requirements may be used as additional information. This procedure is not intended to conflict with regulations prescribing procedures for performance evaluations, but to define the relative importance of various inputs on the evaluations of personnel assigned to brig.

3106. UNSUITABILITY

1. Personnel who demonstrate a lack of maturity, or ability to adjust to confinement duties, after an adequate period of training and guidance, may be disqualified from assignment to brig duty. Recommendations for disqualification shall be submitted with appropriate justification to the Chief of Naval Personnel or the Commandant of the Marine Corps (Code MMEA) for approval. Upon approval the member will be reassigned to another activity.

2. Such reassignments should be made without prejudice unless such tendencies are a result of misconduct. Staff members removed from a confinement assignment for misconduct or for unsuitability, or as appropriate, upon their own approved request, shall have their NEC or MOS immediately removed to preclude any future assignment to a confinement billet.

SECTION 2. STAFF UTILIZATION

3201. ORGANIZATION OF FUNCTIONS AND TASKS. Personnel serve in one of the two following echelons:

1. Command Level. The following functions are at the command level:

a. Commanding Officer. The commanding officer (CO) has overall responsibility for the operation of the brig. As used in this manual the term "commanding officer" refers to one of the following:

(1) Navy. If a brig is established as an activity the term "commanding officer" refers to the commanding officer of that activity. If the brig is not established as an activity, the term "commanding officer" refers to the commanding officer of the shore installation where the brig is located, or the commanding officer of the ship wherein the brig is located.

(2) Marine Corps. For Marine Corps brigs, the term "commanding officer" refers to the officer who is appointed in writing, by the commanding general of the installation where the brig is located, as commanding officer of the brig.

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b. Chaplain. A chaplain, when not assigned full time to the brig staff, shall be assigned in writing by the commanding officer of the activity for the Navy and the Commanding General for the Marine Corps to administer the religious program.

c. Medical/Dental. Medical/dental officers, when not assigned full time to the brig staff, will be assigned in writing by the commanding officer of the medical/dental activity providing service to the brig to care for the health and medical/dental needs of the prisoners and the sanitary conditions of the facility.

d. Staff Specialists. In addition to the chaplain and medical personnel described above, there are other staff specialists who can be utilized very effectively by enlisting their assistance in training, developing, and monitoring confinement staff activities in all areas of operations and programming. Such use is encouraged.

2. Operational Level. The following functions are at the operating level:

a. Brig Officer. The "brig officer" as used in this manual refers to the officer who is assigned the responsibility for the day-to-day operation of the brig.

(1) Navy. The term "brig officer" for the Navy refers to COs, officers in charge (OICs), chief petty officers in charge (CPOICs), and other officers as are assigned to a brig officer billet. CO/OICs are ordered into the brig officer billet as CO/OIC by the Chief of Naval Personnel. CPOICs shall be appointed in writing to a brig officer billet by the CO of the activity where the brig is located. Afloat brig officers shall be appointed in writing by the CO of the ship where the brig is located. Brig officers of brigs that are part of the activity where the brig is located do not have independent special court-martial authority but, if needed, must request it through the chain of command from the Secretary of the Navy. A brig officer who is the CO of a brig that has been established as a separate activity has the full authority of a CO as set forth in U.S. Navy Regulations.

(2) Marine Corps. The brig officer shall be appointed in writing by the CO of the brig and shall be directly responsible to him or her for all matters concerned with the operation of the brig. The appointing letter shall delineate the extent of delegation of administrative disciplinary authority, not to exceed that indicated in article 5103 of this manual.

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b. Assistant Brig Officer (Navy). A person with correctional security and programs experience will be assigned as assistant brig officer. This position will normally be filled by a civilian and, as such, will have no UCMJ disciplinary authority over the staff or prisoners.

c. Brig Supervisor (Marines). The brig supervisor is normally the senior enlisted corrections member assigned to the brig and is responsible to the brig officer for the daily operation of the brig. This person makes recommendations to the brig officer regarding training, assignment, and performance evaluation of all enlisted members of the brig staff. He or she makes on-site inspections of all areas of the brig with particular emphasis on all large group activities.

d. Collection Agent/Funds and Valuables Custodian. The commanding officer/officer-in-charge shall appoint persons to collect and safeguard prisoners' personal funds and valuables:

(1) A collection agent shall be designated in writing in accordance with article 041511 of reference (m). This person shall be provided with adequate safekeeping facilities.

(2) Authorized custodian(s) may be designated in writing in accordance with article 041512 of reference (m) to receive prisoners' funds and valuables outside normal administrative working hours. They shall be provided with adequate safekeeping facilities for temporary storage of receipts. All such funds and valuables received shall be surrendered, in return for a receipt, to the collection agent at the beginning of the next working day.

e. Mail Supervisor. The brig officer shall appoint, in writing, a staff member as an authorized custodian to process prisoner mail and to record and receipt for money and valuables received in prisoner mail.

3202. BILLET TITLES AND FUNCTIONS. The following billet titles will be used in preparing Manpower Authorizations and Tables of Organizations established for USMC brigs and Navy waterfront brigs/correctional custody units (CCUs). Some titles vary at consolidated brigs due to unique specialization of some billets. Those billet titles are separately approved by the Chief of Naval Personnel.

1. Brig Officer. The brig officer is responsible for the humane care, custody, discipline, safety, welfare, and correctional treatment of personnel in brigs. This person shall operate the brig in full accordance with the requirements of this manual and other applicable instructions. This person shall

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encourage command-level participation and provide liaison to staff specialists who support and provide guidance for the corrections program. This person is also responsible for training and supervision of all staff members assigned to the brig.

2. Assistant Brig Officer (Navy). The assistant brig officer performs such duties as assigned by the brig officer and acts for this person in his or her absence. Assistant brig officers are responsible for the organization, performance of duty, good order and discipline of the entire command and supervise security, programs, administrative support, and training.

3. Programs

a. Programs Officer. The programs officer is responsible for areas concerning rehabilitation, retraining and restoration. In facilities not having a programs officer, the assistant brig officer is responsible for these functions.

b. Correctional Counselor. The correctional counselor provides direct and indirect, individual and group counseling to no more than 40 prisoners and assists in their program development, performance, and evaluations. Where this person is a para-professional, problems requiring professional attention will be referred, through the chain of command, to a professional with the required competency.

c. Training Supervisor. The training supervisor is responsible for scheduling and providing staff and escort training, military and physical training, and maintenance of staff training records. In smaller brigs, this person may conduct prisoner reception, military and physical training and maintain prisoner training records.

d. Work Supervisor. The work supervisor is responsible for the planning and coordinating of work projects and work parties employing prisoners. This person's major functions include maintaining liaison with area coordinators, base commanders, and immediate superiors in command in the identification and assignment of productive work projects suitable for prisoners; ensuring that work parties are supervised by trained and qualified escorts; monitoring work parties on or away from the brig; and providing maintenance and general sanitation of the brig facilities and grounds. He or she shall coordinate the employment of installation custody/parolees and minimum custody prisoners on individual assignments to other commands. This position will normally be filled by a civilian in Navy brigs.

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e. Project Supervisor. The project supervisor is responsible for special type work or programs (e.g., laundry, carpentry, auto mechanics, welding, electrical, maintenance, etc.) and is required to be qualified in the technical and safety requirements of the project he or she is assigned to supervise.

f. Program Developer/Monitor. Program developers assist prisoners to develop programs that assist in meeting their personal retraining needs. Program monitors check, at least weekly, to ensure prisoners are carrying out their program plans.

g. Victim Witness Coordinator. Victim Witness Coordinators will be appointed in writing by the brig commanding officer. Duties include acting as a liaison with crime victims and witnesses and notifying crime victims and witnesses of prisoner release related activities. This billet is typically assigned as an additional duty to a mature individual who will be sensitive to the needs of crime victims and witnesses.

4. Administration

a. Administrative Officer. The administrative officer is responsible for administrative and prisoner records, facility correspondence, statistical data, reports, and prisoner sentence computation.

b. Receiving and Release Supervisor. The receiving and release supervisor is responsible for processing prisoner intake and release, relevant records and supplies, including health and comfort items, prisoner personal property, and clothing issue and storage.

c. Supply Supervisor. The supply supervisor is responsible for the receipt, issue, and inventory of facility operations supplies.

d. Mail Supervisor. The mail supervisor is responsible for receipting, logging, inspecting, distributing, and posting of prisoner mail, and for receipting and accounting for prisoner funds and valuables received through the mail. In no instance shall prisoners inspect or handle mail.

e. Administration Clerk. The administrative clerk performs clerical duties.

f. Funds and Valuables Custodian. The funds and valuables custodian shall collect and ensure safekeeping of prisoner personal funds and valuables.

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5. Security. All staff are responsible for the security of the facility and the safety of prisoners and other personnel. The following will ensure security, safety and welfare measures, and programmed activities are carried out in accordance with regulations and directives. Some posts must be manned 24 hours, 7 days per week.

a. Operations Officer. The operations officer is responsible in the areas of security, control, accountability, emergency planning, and response.

b. Brig Duty Officer/Duty Brig Supervisor. The brig duty officer (Navy)/duty brig supervisor (Marines) is responsible for supervising the security force, maintaining of good order and discipline, carrying out the plan-of-the-day, and ensuring the health, welfare, and safety of staff members and prisoners. When the brig officer is absent, the next senior staff member available is in charge of the general operation of the brig watch during normal business hours; at other times, the brig duty officer/duty brig supervisor is in charge.

c. Control Center Supervisor. The control center is responsible to the brig duty officer/duty brig supervisor for maintaining the prisoner accountability and security system. This position is the hub of the communications system and coordinates information and activities concerning prisoners and prisoner movements. He or she is responsible for requisition, storage, issue, and inventory of security equipment such as keys, instruments of restraint, etc. Personnel selected for this post should be carefully screened by the brig officer due to the responsibilities and high pressure associated with these duties.

d. Quarters/Cellblock Supervisor. The quarters/cellblock supervisor is responsible to the brig duty officer/duty brig supervisor or unit department head for the maintenance of good order and discipline, sanitation, and the accountability and welfare of prisoners in an assigned berthing area. Each separate berthing area (dormitory or cell block) will be supervised. In the case of very small (10 capacity or under) or minimum custody quarters, one quarters supervisor may be assigned to supervise up to four separate quarters so long as they are adjacent to each other. In the case of larger quarters (more than 35 capacity) or unusually configured spaces, it may be necessary to assign more than one quarters supervisor. Medium/minimum custody quarters should be closed during the day and prisoners should be out on work details (unless work centers are established in the day room spaces of the berthing areas). It should not be necessary to keep a quarters supervisor on duty in a medium/minimum berthing area to supervise one, or a few, prisoners who are not going out to

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work. Therefore prisoners who are held-in for whatever reason should be supervised in a secured area adjacent and visible to a 24-hour post. Quarters supervisors will supervise prisoners on work details when the prisoners leave the housing area.

e. Security Supervisor. The security supervisor is responsible for control of prisoner movement, maintenance of security and related equipment, perimeter patrol, and the supervision of group activities. This person may be assigned to stationary posts such as control points, points of ingress or egress, shop areas, or activities such as messing, recreation periods, visiting, escorting prisoners, etc.

f. Prisoner Escort. The prisoner escort will be used for transporting prisoners to and from locations outside the brig. Escorts may be provided by the using command when properly trained and qualified and identified by a brig-issued Escort Identification Card (NAVPERS 1640/18).

6. Special. When the size of the facility and volume of prisoner turnover warrant, qualified personnel for the functions shown below may be assigned on a full-time basis. For smaller facilities, such assignments shall be on a collateral-duty basis with provisions made to ensure sufficient time is made available to adequately carry out their duties. All personnel will receive local training in security regulations, prohibited practices, and emergency procedures.

a. Chaplain. The chaplain administers the religious program and is responsible for the coordination of worship services, consultation on religious issues, and facilitation of the visitation program for chaplains from units with personnel confined in the brig.

b. Medical Officer. The medical officer is responsible for the health and medical care of prisoners and the sanitary conditions of the facility.

c. Hospital Corpsman. The hospital corpsman assists and is responsible to the assigned medical officer for the health care program for prisoners including emergency medical first aid and the dispensation of all controlled medicines and drugs prescribed for prisoners. At the discretion of the assigned medical officer, the hospital corpsman may conduct daily sick call and visit prisoners in segregation.

d. Mess Supervisor. The mess supervisor will ensure that the quality and quantity of food served to prisoners are identical with that served in the enlisted mess for the general

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command population; that sanitation, preparation, handling, and service of food meet established criteria; and that the preparation and serving of restricted diets, bread and water meals, and diminished rations conform to the requirements of this instruction. Prisoners may be used as mess personnel under the mess supervisor's direction. This person, when not assigned full time to the brig staff, will be assigned in writing by the CO.

e. Specialized Billets

(1) It may be necessary to assign personnel to a brig who would normally perform similar tasks in another activity, such as disbursing or military personnel record keeping. When such personnel are assigned to a brig, they shall complete all local training required of other brig staff.

(2) When the mission of a brig requires specialized programs, additional billets to accomplish the brig's mission may be added. Civilians with the required expertise may be hired on a full-time or part-time basis. Such personnel, depending upon their professional background and previous corrections experience, will complete the training required for such personnel by the Chief of Naval Personnel or Commandant of the Marine Corps.

(3) All specialized brig staff shall have the same responsibilities for security and prisoner welfare as do other brig staff.

3203. WATCH BILL CONSTRUCTION. Security assignments shall be rotated as to both post and hours of duty to provide cross training and to broaden the staff's perspective of the total confinement function. The frequency of such reassignments is a matter of discretion with the brig officer, but experience has shown that assignment periods of less than 3-6 months are harmful.

3204. COMBINED DUTIES. In small facilities, it may be both necessary and expedient to assign two or more billet functions to one staff member. To preclude inappropriate grouping of such collateral tasks and to enhance the transferability of learned job skills from one confinement facility to another, the following tasks may be grouped. These groups of tasks may be subdivided within their own group.

Correctional Counselor	-	Administrative Supervisor, Mail Supervisor, Training Supervisor
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Administrative Supervisor	-	Supply Supervisor, Mail Supervisor, Receiving and Release Supervisor
Work Supervisor	-	Training Supervisor
Brig Duty Officer/Duty Brig Supervisor	-	Control Center Supervisor
Quarters Supervisor	-	Security Supervisor

3205. CONFLICTING ASSIGNMENTS

1. Officers. Officers assigned to shore brigs are on 24-hour call to respond to emergencies within the facility and shall be exempted from assignment to watch bills and duties such as Officer of the Day, duty officer, security officer, etc. The duty officer is frequently called upon to arrest, restrain, or confine personnel in the performance of duty. While exigencies of the service may require afloat brig officer personnel to perform a share of collateral duties, commanding officers of ashore activities shall avoid assigning such collateral duties as legal services officer, discipline officer, security officer, shore patrol officer, or any other assignment which is involved in the investigation, apprehension, or prosecution of military personnel under the provisions of the UCMJ.

2. Enlisted Personnel. Personnel on rotating shifts or 24 hour immediate recall for emergency and riot control shall be exempted from local watch bills.

SECTION 3. MANNING LEVELS AND DUAL STAFF RELATIONSHIPS

3301. MANPOWER AUTHORIZATIONS - NAVY. Navy Manpower Authorizations for brigs will be established and changed using the procedures provided in OPNAVINST 1000.16H (NOTAL). Brigs/CCUs will be under separate Unit Identification codes to provide for the screening and training of personnel assigned to correctional duties. Only those billet titles provided in article 3202 will be used on Manpower Authorizations.

3302. TABLES OF ORGANIZATION (T/O) - MARINE CORPS. Marine Corps T/O's for brigs shall carry such billets as a separate Reporting Unit Code not integrated with any other element of the organization. Requests to establish new T/O's, and for changes thereto, for Marine Corps brigs shall be submitted through the chain of command to the Commandant of the Marine Corps (Code MPC).

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SECTION 4. SPECIAL DIRECTIVES FOR CORRECTIONAL STAFF

3401. POST ORDERS. The brig officer shall ensure there are up-to-date written instructions for each post. These post orders shall contain a clear, concise statement of the purpose, schedule, supervisory functions, security requirements, and any other special features of the post. Staff members shall know and be able to perform the functions required in the post orders prior to assumption of that assignment.

3402. GENERAL RULES OF CONDUCT FOR STAFF

1. Generally, acting in conformance with the requirements of the UCMJ and observance of the constitutional rights of individuals is sufficient to establish proper staff/prisoner relationships. However, there are some aspects of staff behavior that merit special emphasis such as:

a. Physical abuse, hazing, use of unnecessary force, and any form of corporal punishment by a staff member are prohibited.

b. Striking or laying hands upon prisoners is prohibited except in self-defense, to prevent serious injury to other persons, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

c. Each brig staff member, regardless of duty assignment, is responsible for maintaining the security of the facility and the safe custody of the prisoners.

d. Brig staff members are prohibited from bartering, giving, or selling any item or service to prisoners and prohibited from permitting others to conduct such activities.

e. Brig staff members are prohibited from extending privileges, favored assignments, or information to individual prisoners which are not similarly available to all prisoners.

f. Staff personnel shall not use their official position to establish or maintain social contacts or relationships with prisoners or their families or friends.

g. Brig staff members shall not release information on individual prisoners without authorization of the brig officer.

h. Brig staff members shall set high personal standards of appearance and military bearing.

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3403. FRATERNIZATION. Staff members are prohibited from fraternizing with prisoners. This restriction should not prohibit all contact, such as simple conversation between prisoners and staff members. Brig staff members are expected to treat prisoners as fellow human beings who are members of the military service in a subordinated position within the organization.

3404. HARASSMENT/SEXUAL HARASSMENT (SECNAVINST 5300.26B).

1. The personal dignity of all individuals shall be observed and any act or work which demeans, degrades, humiliates, or serves only to embarrass an individual is prohibited. Actions which are not specifically authorized by official brig policy and which would likely have the effect of humiliating or embarrassing prisoner/detainees or otherwise demeaning them shall not be done.

2. Sexual harassment is prohibited. This behavior interferes with an individual's performance and creates an intimidating, hostile and offensive environment. Whether the individual is a prisoner, detainee, or staff member, sexual harassment denies the individual respect and dignity and is contrary to the mission of the brig. Brigs will strictly follow and enforce Secretary of the Navy's policy in both letter and spirit.

3405. PHYSICAL ABUSE/MALTREATMENT CHARGE. The CO of the activity will immediately review the known circumstances and determine whether or not the duty assignment of the member charged should be altered pending resolution of the charge. If the CO finds there is probable cause that the allegation is true, the accused person will be reassigned to other duties not involving the supervision of or contact with prisoners. See article 3106 of this manual for possible removal from brig duty.

3406. URINALYSIS TESTING. The policy for urinalysis testing in brigs for staff and prisoners will be implemented as provided in OPNAVINST 5350.4B (NOTAL) or MCO 5300.12 (NOTAL).

SECTION 5. STAFF TRAINING

3501. INITIAL TRAINING. All personnel assigned to corrections duty shall receive formal training as specified by the Chief of Naval Personnel or Commandant of the Marine Corps (Code T&E/MHC) as appropriate.

3502. PRE-SERVICE TRAINING. After successful completion of formal correctional training all personnel will undergo pre-service training which is conducted at the brig and precedes assumption of duties. All personnel assigned duties within the

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brig shall attend pre-service training classes regardless of billet assignment or specialty code. It should be sufficiently broad in scope to give a thorough understanding of the policies, programs, and the procedures to be followed in all phases of the operation. It should be designed so that a successful participant could, with specialized training, fill any appropriate staff billet. Pre-service training shall consist of at least three subject matter areas: general orientation to correctional practices and the facility; general supervised on-the-job practice in all areas of the operation; and specific orientation to the particular assignment. The training shall be constructed so that experienced confinement personnel transferring into the facility attend only the portion designed to orient the participant with the peculiarities of that particular facility. Staff shall complete the Job Qualification Requirements (JQR) for specific assignments of a correctional specialist prior to assumption of duties. All pre-service training will be documented in such a manner as to permit verification of date and length of training and attendees.

3503. IN-SERVICE TRAINING

1. In-service training is designed to keep all staff members abreast of changes in policy and operations and to maintain and improve proficiency in confinement skills. Each brig shall conduct regularly scheduled in-service training so that a complete cycle of subject matter is completed within one year. All staff personnel, regardless of billet assignment, shall be required to attend this training and demonstrate proficiency in the subject matter. In-service training shall be a minimum of 40 hours per fiscal year and, as a minimum, will include the following subjects:

a. Goals of the corrections program, official policies, programs, and procedures for the treatment of prisoners.

b. Reception process, physical examination, health and comfort issue, clothing issue, personal property, completing forms, and reception lecture content.

c. Searches, seizures, shakedowns, contraband.

d. Program and custody classification, counseling, work, education, training, return to duty or discharge.

e. Supervision of prisoners, staff attitudes, pitfalls of harassment, intra-staff relationships, staff and prisoner relationships, recreation, mail and visiting procedures, count procedures.

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f. Problem prisoners, including the assaultive prisoner, the suicide risk, the homosexual, bloodborne/airborne pathogens, drug user/purveyor, the borderline intelligent, and the pre-psychotic, among others.

g. Inspection of physical plant, bars, windows, doors, mess and recreation areas, fire safety apparatus, lighting, fences, and building exteriors; control of keys, weapons, medications, and tools.

h. Disturbances; fire, escape, and riot control procedures; restraining methods and instruments; and emergency equipment.

i. Brig rules for prisoners; the disciplinary report; who may authorize disciplinary measures; and authority and duties of the brig supervisor, section leader, control center supervisor, security supervisor, quarters supervisor, and other staff.

j. Qualification in appropriate firearms.

k. First Aid and CPR.

l. Escort training and procedures.

m. Victim Witness Assistance Program.

All in-service training will be documented (see article 3502).

3504. INTER-SERVICE TRAINING

1. When available, appropriate correctional training may be obtained from another military service. When members of other military services are assigned to naval brigs, they will fully participate in the prescribed confinement training program for that facility. Other services shall be permitted to send their personnel to training conducted at brigs, as circumstances permit. This training will also be documented.

2. Ashore brig staffs will provide training and other support to personnel operating afloat brigs when feasible and requested.

3505. PROFESSIONAL DEVELOPMENT. It is desirable that brig staff members have access to college-level training, meetings, seminars, an annual workshop provided by the Chief of Naval Personnel, and staff training programs of professional correctional agencies. The Federal Bureau of Prisons, the National Institute of Corrections, and many state and local correctional agencies will make training and consultant resources available if approached.

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3506. STAFF LIBRARY. An important aspect of professional development of staff members is the ready access to current literature in the field. This access is best accomplished by establishing a staff library under the purview of the training supervisor. Books, professional journals, monographs, and cassettes for the staff library may be purchased by the confinement facility and may be supplemented by the station or regional library.